

**Department of Mental Health and Addiction Services  
Southwest Connecticut Mental Health System  
JOB OPPORTUNITY  
Secretary 1 SW106582  
Co-Occurring Treatment Disorders Unit (CTU)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To: Exam Candidates**

**Location: Greater Bridgeport Community Mental Health Center, 1635 Central Ave, Bridgeport CT**

**Program/Unit: Co-Occurring Treatment Disorders Unit (CTU)**

**Salary: \$40,233- \$52,793**

**Shift/Schedule/Hours: 1<sup>st</sup> shift, 8:00 a.m. to 4:30 p.m., Monday through Friday, 40 hours per week**

**Posting Date: November 22, 2013**

**Closing Date: November 28, 2013**

**Duties may include but not limited to:** Incumbent in this role in the co-occurring unit (CTU) will be responsible for the following clerical duties but not limited to using a typewriter, word processor or other automated equipment types a variety of materials from rough copy or dictating machine including correspondence, memos, reports, forms, applications, bills and other documents and records; reviewing and correcting drafts for compliance with originals; entering and retrieving data on computer terminals. Maintaining logs; setting up and maintaining records and files according to established procedures; (e.g. alpha, numeric or chronological order); searching files for information. Sending out standard form letters making minor revisions or additions; compiling information from standard sources and preparing reports; answering phones, relaying calls and taking messages; receiving and directing visitors; handling routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk). Receiving, sorting and distributing mail; performing a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviewing materials for accuracy and completeness (ensures categorical information is completed as required), making changes per instructions or as authorized, verifying information through cross-referencing of existing computer and/or manual files or inquiries by phone or form letter to sender or other work units; routine posting to ledgers, account books or other records; receiving payments for, bills, applications, fines and fees, etc.; preparing, totals and balances receipts; preparing cash transmittal/deposit slips; typing and preparing purchase requisitions, orders or billing invoices according to established procedures; assisting in or maintains inventory and orders supplies; performs related duties as required.

**Eligibility Requirement:** Candidates must have applied for and passed the **Secretary 1 exam** and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** **All applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

**PLEASE SEND APPLICATIONS TO:**

**Gabriela S. Flores, Human Resource Associate  
Southwest Connecticut Mental Health System  
Human Resources, 97 Middle Street , Bridgeport CT 06604  
Fax: (203) 579-6315  
Email: [SWCMHS.recruit@ct.gov](mailto:SWCMHS.recruit@ct.gov)**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply.